

- 1) Control panel allows you to customize which of the following feature  
(a) Appearance (b) Themes (c) Printers (d) All
- 2) Computer virus is simply a  
(a) Disease (b) Type of bacteria (c) Hardware (d) None
- 3) The OS windows was introduced by  
(a) Intel (b) Microsoft (c) IBM (d) UNIX
- 4) Which statement is not true for windows?  
(a) Different version (b) Difficult to install  
(c) Ease to remove (d) Both b & c
- 5) A mouse controls Icons by a  
(a) Keyboard (b) Mouse (c) Scanner (d) None
- 6) The controlled area on the screen is called  
(a) ICON (b) Desktop (c) Screen Savers (d) Background
- 7) The storage capacity of floppy disk of 3.5 inch is  
(a) 512 bytes (b) 512 KB (c) 1.44 MB (d) 1.44 KB
- 8) The disk drive labeled with B: specified the  
(a) Floppy disk drive (b) HD (c) CD-ROM (d) None
- 9) This option allows installation and removal of printers from the computer  
(a) Add/ Remove hardware (b) Display  
(c) Keyboard (d) Printers
- 10) The function of antivirus is  
(a) To detect virus (b) To remove a virus (c) both a & b (d) None
- 11) Which of the following is not windows application?  
(a) C++ (b) BASIC (c) Word (d) Both a & b
- 12) Which of the following is not the function of OS?  
(a) Memory Management (b) Inserting disk in the drive  
(c) I/O devices management (d) Load programs
- 13) Shutdown command  
(a) Alt + F4 (b) Alt + F1 (c) Alt + F5 (d) Alt + F6
- 14) Ms Windows is a  
(a) Application software (b) OS  
(c) Graphics software (d) Data Base
- 15) Which of the following disk may have multiple partitions?  
(a) FD (b) HD (c) CD (d) None
- 16) In a file ABC.txt the file extension is  
(a) ABC (b) txt (c) ABC.txt (d) None
- 17) Antivirus is  
(a) Hardware (b) Software (c) Floppy (d) HD
- 18) Kelz is a  
(a) Bacteria (b) Disease (c) Virus (d) Anti virus
- 19) Windows is a  
(a) GUI (b) CLI (c) CLS (d) CPU
- 20) The file extension of sound file is  
(a) ppt (b) html (c) wav (d) bmp
- 21) The file created in Microsoft Access database is  
(a) DOS (b) xls (c) bmp (d) mdb

- 22) Which of the following operating system is commonly used in personal computers?  
 (a) DOS (b) Windows (c) UNIX (d) Macintosh
- 23) The Windows operating system is used in personal computers about  
 (a) 90 % (b) 100 % (c) 10 % (d) 50 %
- 24) Desktop view is  
 (a) Internal directory structure of DOS (b) External commands  
 (c) Tree (d) Windows interface
- 25) Start is  
 (a) A check box (b) A button (c) Text box (d) Pop down menu
- 26) Which of the following is not an icon?  
 (a) My computer (b) Recycle Bin (c) An open file (d) My briefcase
- 27) Folders are  
 (a) Path (b) Directories (c) Database (d) Word processor
- 28) What appears after we turn on a computer and load windows?  
 (a) Icon (b) Desktop (c) Menu Bar (d) Control Icon
- 29) Major source of virus is  
 (a) Fax (b) E-mail (c) Telephone (d) Person
- 30) It may be a program or a set of program that can cause extensive damage to your computer system  
 (a) Virus (b) Antivirus (c) Data (d) Program
- 31) Which of the following function is difficult with mouse?  
 (a) Double click (b) Entering data (c) Right click (d) Drag
- 32) Hourglass shape of mouse pointer indicates  
 (a) Busy state (b) Drag (c) Selection (d) Edit
- 33) X on the right side for  
 (a) Maximization (b) Close (c) Restore (d) Minimization
- 34) Which of the following is used to change the system defaults or properties of the computer?  
 (a) Recycle Bin (b) Control Panel (c) Windows Explorer (d) Start Button
- 35) To change the background of the desktop \_\_\_\_\_ on the desktop  
 (a) Left click (b) Right click (c) Double click (d) Single click
- 36) Once the selected program starts, a small icon appears on the  
 (a) Format bar (b) Taskbar (c) Toolbar (d) Scroll bar
- 37) The bar at the bottom is  
 (a) Menu bar (b) Selection bar (c) Task bar (d) Drawing
- 38) The menu having options like programs, favorites, documents, setting, find, run etc is  
 (a) Start menu (b) Program menu (c) End menu (d) View menu
- 39) What are called the small computer programs which are used to destroy other computer programs?  
 (a) Virus (b) Anti-virus (c) Software (d) Firmware
- 40) The first thing which we see after logging into the computer is  
 (a) Window (b) Icon (c) Desktop (d) None
- 41) GUI is more  
 (a) Customizable (b) Stable (c) Efficient (d) All
- 42) Which of the following is not the control menu?  
 (a) Close (b) Max (c) Min (d) Shutdown



- 43) We can shutdown computer by pressing  
 (a) Start + Shutdown (b) File + Close  
 (c) Max + Exit (d) Double click mouse
- 44) What are called the small computer programs which are used to protect computer?  
 (a) Virus (b) Anti-virus (c) Software (d) Firmware
- 45) GUI stands for  
 (a) Geometrical interface (b) Graphical use  
 (c) User interface (d) Graphical user interface
- 46) It launches the internet explorer browser.  
 (a) GU (b) Recycle bin (c) Internet explorer (d) Folders
- 47) Which of the following is true about a floppy disk?  
 (a) C: (b) A: (c) D: (d) E:
- 48) Which of the following icon of windows is used to access different disk drives of computer?  
 (a) Recycle bin (b) My computer (c) My Documents (d) None
- 49) It offers an easy to reach location where we can store and retrieve important data.  
 (a) HD (b) My documents (c) My computer (d) None
- 50) In my computer we can access  
 (a) Hard drive (b) Floppy drive (c) Network drive (d) All

**ANSWER KEY**

1	D	11	B	21	D	31	B	41	D
2	A	12	B	22	B	32	A	42	D
3	B	13	A	23	A	33	B	43	A
4	B	14	B	24	D	34	B	44	B
5	D	15	B	25	D	35	B	45	D
6	B	16	B	26	C	36	B	46	C
7	C	17	B	27	B	37	C	47	B
8	A	18	C	28	B	38	A	48	B
9	A	19	A	29	B	39	A	49	C
10	C	20	C	30	A	40	C	50	D

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**SHORT QUESTIONS****Q1: What is Windows Operating System?**

Windows is a popular operating system used in personal computers. It is used almost 90% on all PCs. It was developed by Microsoft Corporation. It is because this operating system is referred to as Microsoft Windows. It provides a graphical user interface (GUI) and, is very easy to use.

**Q2: What are Disk Drives?**

Disk drives are the devices used to store and read data to and from the disk. Today most of the PCs have at least two drives such as:

Floppy Disk Drive, Hard Disk Drive

**Q3: What are Folders?**

Folders or directories are used to organize data on the disks. These are filing cabinets. A folder holds the related files such as data files or program files. Folders can be copied and moved from one place to another on your disk.

**Q4: What is File Extension?**

In a filename, the letters are used after the dot(.), represents the file extension. For example, in a file "abc.txt", 'txt' represents the file extension. Windows recognizes the type of files through the file extension.

**Q5: What is Icon?**

In Windows, commands, application programs & computer files, and other computer resources are represented in the form of small graphic images. These small graphic images are known as icons. These are main elements of the GUI.

**Q6: What is My Computer?**

My computer is very important icon used for interfacing with computer. The user can access everything in his computer such as different disk drives (e.g., hard drive, floppy drive, network drive, CD-ROM drive etc.) and folders & files etc.

**Q7: What is My Documents?**

My Documents is also a special folder on the Desktop. It is the default folder to save and to open documents. When you save a document, graphic, or other file using an application program such as Microsoft Word, Microsoft Excel or Paint, the file is automatically saved in My Documents unless you choose a different location.

**Q8: What is Recycle Bin?**

The Recycle Bin is a special folder of Windows on the hard disk and has a: icon on Desktop. When you delete a file or folder on the hard disk, Window sends it to the Recycle Bin. You can restore the file or folder from the Recycle Bin to its original location, if required for use.

**Q9: What is Internet Explorer?**

The Internet Explorer is the Web Browser software that is used to access the information available on the Internet. When Windows is installed, it is automatically installed and its icon is created on the Desktop.

**Q10: What is Windows Taskbar?**

Windows provides a Taskbar at the bottom of desktop that displays the tasks o applications being currently running on the computer. When multiple program are running, the button of each program is created on the taskbar. The user can switch between these programs by simply clicking the button of the program.

**Q11: What is Windows Explorer?**

Windows Explorer is used to manage files and folders on the disk. It acts as directory browser and File Manager for Windows. It provides an efficient, fast and user-friendly way for locating and managing files on your computer.

**Q12: What is Multi Tasking?**

Windows allows to perform (or activate) more than one tasks (multiple tasks at a time. For example, a user can listen music while working in a word document. Similarly, user can work on a document file in Word processing program, while copying file from other computer available on the network.

**Q13: What is Windows Desktop?**

When you start your computer and Windows is successfully loaded, a screen appears with various icons of programs and a Taskbar at the bottom of screen. This screen with icons where you work is called Desktop.

**Q14: What is Shut Down Process?**

The process to close the Windows operating system and turn off the computer properly is known as shutdown process. The user should close all the running application programs before to turn off the computer.

**Q15: What is wallpaper?**

The background of the desktop can be changed with different colours or b) using an image as background. When an image or picture is used as background, it is called the wallpaper.

**Q16: What is Control Panel?**

The Control Panel is a special folder that contains the tools (system software) used to configure the hardware & software. For example, you can customize the mouse, keyboard, printer etc. and appearance of desktop using Colour Schemes, Screen Savers etc. The new software can be installed as well as already existing software can be uninstalled.

**Q17: What is Computer Virus?**

A computer virus is a computer program (or set of programs) that can damage important data or software installed in a computer and can disturb other functions of the computer.

**Q18: What is Antivirus?**

Antivirus is software that is used to detect and remove viruses on a computer. You can stop viruses before they enter to your computer. It can be done by using a good antivirus software. It will check all files for viruses.

### LONG QUESTIONS

**Q.1 Describe the main features of Windows.****Features of Windows**

Windows is a most popular operating system used in personal computers. The main features of Windows are described below.

**1. Graphical User Interface**

Windows provides user-friendly interface to the users. It provides icons, menus, command buttons, application windows to perform different tasks. Windows is very easy to learn and to use due to its feature of GUI.



**2. Start Button**

Windows provides the Start button to activate the main menu of Windows known as Start menu. It is the gateway of accessing most of the commands and application programs installed on the computer. Through Start button, you can easily start an application program, open or find documents, change Windows settings, get Windows help, manage files & folders, install/uninstall programs and drivers etc.

**3. Taskbar**

Windows provides a Taskbar at the bottom of desktop that displays the tasks or applications being currently running on the computer. When multiple programs are running, the button of each program is created on the taskbar. The user can switch between these programs by simply clicking the button of the program. The Start button is also located on the left of Taskbar.

**4. Windows Explorer**

Windows Explorer is used to manage files and folders on the disk. It acts as a directory browser and File Manager for Windows. It provides an efficient, faster and user-friendly way for locating and managing files on your computer. The user can easily browse through all the drives and network resources available and manage them.

**5. Shortcuts**

In Windows, you can create shortcuts of programs, and documents etc. These shortcuts provide easy way to access files and other resources in Windows.

**6. Multi Tasking**

Windows allows to perform (or activate) more than one tasks (multiple tasks) at a time. For example, a user can listen music while working in a word document. Similarly, user can work on a document file in Word processing program, while copying file from other computer available on the network

**7. Easy Internet Access**

In Windows, the user can easily access the Internet. It is the most important feature of Windows. Windows provides built-in Internet functionality to setup link with Internet and the user can access information on the Internet through Internet Explorer, which is built-in in Windows. It also provides connectivity software "Microsoft Network (MSN)", which allows you to contact online with your family members and friends throughout the world.

**8. Game Platform**

Windows provides graphical user interface and also supports audio and video. These technologies supported by Windows are ideal for playing games. It means the Windows provides good platform to play games.

**9. Hardware Compatibility**

Windows provides greater hardware compatibility as compare to any other operating system. It has the ability to support different hardware. Its plug and play functionality allows you to insert the hardware card into the computer and when the computer is turned on, Windows automatically recognizes and sets up the new hardware.

**10. Search Utility**

Windows also provides feature to search information stored on the disk. You can easily search specific files/folders or information stored in files by giving some text stored in a file. You can also search files created or modified on a specific date or within the specific range of dates.

**11. Help**

Windows provides online help to perform various operations. If user does not know how to, perform a task, then Windows guides the user how to perform the task.

**12. Using Mouse as Input Device**

In Windows, mouse input device is used to perform most actions. It provides very easy way to give commands to computer by simply clicking the relevant icon with mouse.

**Q.2 What is the use of mouse in Windows? Also describe the common mouse actions in Windows.****Mouse**

Windows provides the GUI to interact with the computer. In Windows most of the actions are performed using input device mouse. Although you can use the keyboard to perform actions but mouse provides very easy way to perform many actions. The mouse controls the pointer on the screen. You move the pointer by moving the mouse over a flat surface in the direction you want the pointer to move.

These are five basic actions that can be performed with mouse.

**1. Point to an Item**

Move the mouse to place the pointer on the item.

**2. Click on Item**

Point the item on screen or desktop and then quickly press and release the left mouse button.

**3. Right Click an Item**

Clicking the right mouse button over an item displays a shortcut menu with a list of commands that can be applied to that item. The user can select one of the command.

**4. Double-Click an Item**

Point to the item, and then quickly press and release the left mouse button twice.

**5. Drag and Item**

Point to an item, and then hold down the left mouse button and move the mouse. The mouse pointer along with the item will move across the screen.

**Q3 Write a note on computer virus and anti virus?****Computer Virus**

A computer virus is a computer program (or set of programs) that can damage important data or software installed in a computer and can disturb other functions of the computer.

Actually, computer viruses are program code (or instructions) written in a programming language like other programs are written. These codes are attached to some part of the operating system or computer application program. Computer virus performs some destructive task when it is executed or activated. For example, it deletes important data stored on the disk or damages the software. However, some viruses only slow down the functioning of a computer. Similarly, some viruses do not create any problem but they display large happy face on the computer screen.

**How does a computer get a virus?**

Just as a biological virus passed from person to person, computer virus is passed from computer to computer. A virus can be attached to any file that you copy to your computer. If you download files from the Internet or copy programs or files from a floppy disk into your computer, the viruses may be transferred to your computer.

Many viruses are spread through e-mail. Some viruses are very dangerous such as Klez and are transferred to your computer when you open the e-mail.



Normally, a virus is activated when you execute a program that contains virus. For example if you download a program (such as game program) from Internet and it is infected with a virus, the virus will attack your computer when you run the program.

### Antivirus

Antivirus is software that is used to detect and remove viruses on a computer. You can stop viruses before they enter to your computer. It can be done by using a good antivirus software. Once an antivirus installed into you computer, it works in the background to protect your computer against viruses. It will check all files before they copy into your computer and will alert you if a virus is detected. If a virus is detected, the antivirus program will eliminate it so that it cannot harm your computer.

Always use an antivirus program that matches your operating system. For example, if you use Windows 98 or XP, then select an antivirus program that is especially developed for Windows 98 or XP. Do not try to use an antivirus program that was developed for Windows 95 on a Windows XP machine. It may create problems in your computer such as your computer may stop to perform functions.

Today, many software companies develop antivirus programs but the most popular companies are;

- McAfee
- Symantec
- Panda software